

Position Title:	Deputy Executive Officer, Benefits Administration
Department:	PUBLIC EMPLOYEES RETIREMENT SYSTEM
Final Filing Date:	Friday, July 30, 2010
Bulletin ID:	07162010_1

The Above-Named Examination Bulletin is Amended as Follows:

CORRECTION - Level change to CEA V



PUBLIC EMPLOYEES RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	PUBLIC EMPLOYEES RETIREMENT SYSTEM	RELEASE DATE:	Friday, July 16, 2010
POSITION TITLE:	Deputy Executive Officer, Benefits Administration	FINAL FILING DATE:	Friday, July 30, 2010
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,544.00 - \$11,667.00 / Month	BULLETIN ID:	07162010_1

POSITION DESCRIPTION

(CalPERS offers a performance compensation program with the ability to earn an award up to 15% of base pay)

BACKGROUND

CalPERS is the largest public pension fund in the United States with a current investment portfolio of over \$200 billion. It serves approximately 1.6 million active members, retirees, survivors and beneficiaries through its retirement and health benefit programs, and pays over \$10 billion in retirement benefits annually. The membership in CalPERS' retirement program is comprised of roughly one-third State employees, one-third employees of local public agencies that contract with CalPERS for retirement benefits, and one-third classified school employees. In addition to the well-known retirement program, CalPERS administers a health program that serves over 1.3 million members in the Health Program.

DUTIES/RESPONSIBILITIES

Under the administrative direction of the Chief Executive Officer, the Deputy Executive Officer, Benefits Administration is responsible for the administration and overall management of all aspects of the CalPERS retirement and health benefit programs for which the Board of Administration has plenary fiduciary responsibility. The Deputy Executive Officer, Benefits Administration will exercise direction for formulating and developing goals, objectives, and policies for these programs as well as establishing strategic direction for benefit services, benefit delivery systems, program expansion, changes and enhancements. The position has significant responsibility for health plan rate negotiations, health plan design and development and managing the development and implementation of retirement program operations to enhance long term system responsiveness to CalPERS members and stakeholders.

The Deputy Executive Officer, Benefits Administration is a key member of the executive team responsible for counseling and advising the Chief Executive Officer and the Board of Administration on complex and sensitive operational, fiscal and personnel issues related to their assigned area. In addition, the position makes presentations to the Board, represents CalPERS on benefits related issues before the Legislature, the media, employee and employer groups and organizations, benefits carriers, and other public groups. The position will also be responsible for providing policy direction in drafting benefit related legislation at the State and Federal levels and will be required to testify on behalf of CalPERS before legislative committees.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the

confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Significant executive management experience (10 or more years desired) in a large organization, typically gained at the CEA I level or above, with responsibility for administering a complex pension and health benefits program.
2. Experience working with an active, diverse public board or commission.
3. Thorough knowledge of health care and managed care industries, health care economics, administration, financial mechanisms, and business strategies.
4. Experience in an administrative or executive capacity with responsibility for policy development and modification, program administration, and knowledge of benefits program structure and retirement program policy.
5. Strong management and leadership skills, particularly in the area of policy formulation and development, and the demonstrated ability to facilitate the establishment of priorities.
6. Experience in pension funds and/or benefits design and administration.
7. Knowledge of the legislative process and governmental affairs, particularly as they relate to retirement and health benefit programs.
8. Demonstrated communication and negotiating skills and experience presenting issues before a

wide range of audiences including a board or similar body.

9. Knowledge of the California Public Employees' Retirement System's organization, goals, functions and policies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Executive Officer, Benefits Administration**, with the **PUBLIC EMPLOYEES RETIREMENT SYSTEM**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Please include the names and telephone numbers of at least two references.
- Resume must be included with application

Applications must be submitted by the final filing date to:

PUBLIC EMPLOYEES RETIREMENT SYSTEM, Human Resources Division
400 Q Street, Room 3260 LPN, Sacramento, CA 95814
Kristel Herrera | 916-795-3820 | kristel_herrera@calpers.ca.gov

ADDITIONAL INFORMATION

Address for hand-delivery:

Human Resources Division
400 P Street, Room 3260
Sacramento, CA

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the

performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PUBLIC EMPLOYEES RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>